

## Health Officer

### GENERAL SUMMARY

Primary functions of the job are to serve as the chief administrative officer of the Public Health Department, assume responsibility for all health-related activities within the County, and supervise staff performing County public health functions.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Directs and manages the planning, organizing, staffing, evaluation, budget preparation/maintenance and financial functions required in the daily operations of the department.
- Supervises designated staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Provides oversight in strategic planning, budgeting and monitoring financial outcomes.
- Establishes priorities, monitors and evaluates the effectiveness and efficiency of public health programs, and develops and implements plans to improve services.
- Processes, compiles, researches, and analyzes complex public health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies. Develops and administers departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
- Provides oversight in the investigation related to causes of specific diseases, morbidity and mortality, and environmental health hazards, nuisances, and sources of illness.
- Communicates and collaborates with local, state, and federal agencies regarding public health issues, disease reports, program changes, policy develops, new laws, financial reports, and related items.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups. Serves as a liaison with County, state, and federal agencies concerning public and community health related issues.
- Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases.

**Grand Traverse County, MI**  
**Job Description**

- Responds to public health emergencies, emergency exercises, and emergency response training activities.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Masters of Public Health and three years full-time public health administrative experience, or;
- Related graduate degree and five years full-time public health administrative experience.

**CERTIFICATIONS, LICENSES**

- Appointment is subject to Michigan Department of Community Health approval.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

This job is not part of a series

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Extensive knowledge of public health theory and practices
- Extensive knowledge of laws, codes, and regulations pertaining to public health
- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently des, and regulations pertaining to public health